

MCIR Vaccine E-Ordering Guide

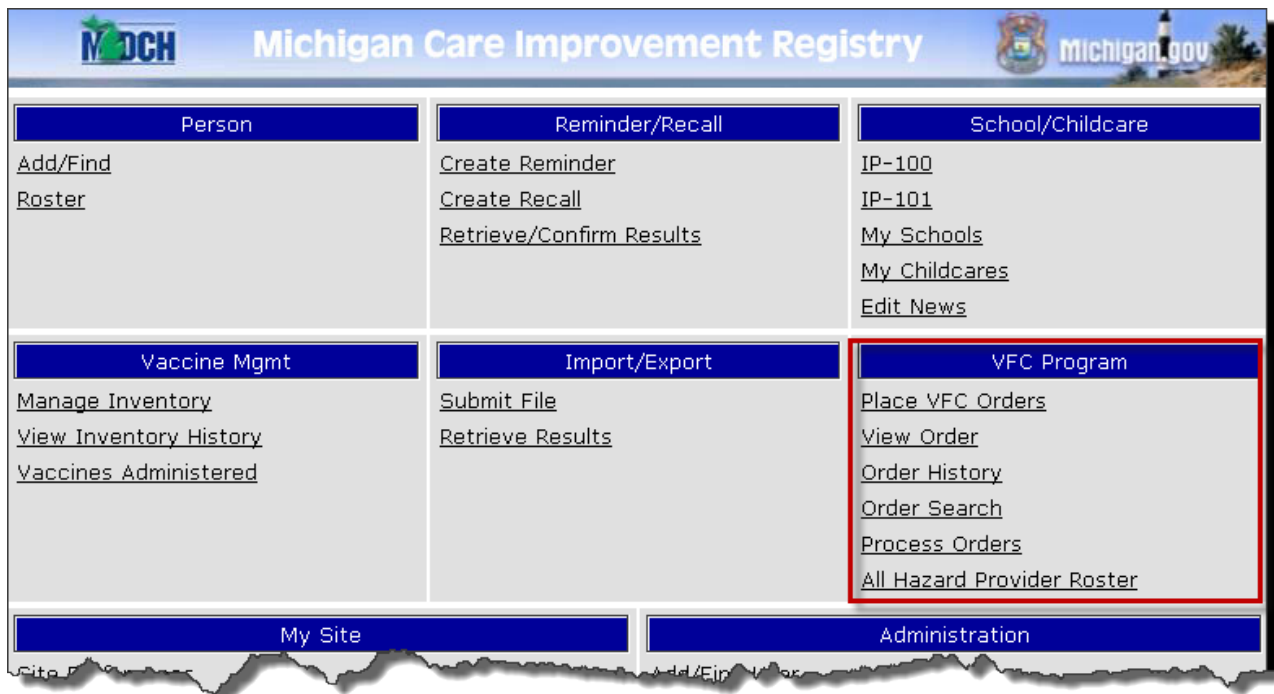
LHD Version

- Local Health Departments (LHDs) are activated for E-Ordering by their Regional MCIR Coordinator.
- LHDs work with their Regional MCIR Coordinator to activate VFC Provider Sites in their jurisdiction for E-Ordering.

MCIR Home Screen with E-Ordering Options

Only MCIR users that are activated for E-Ordering (Electronic Ordering) will have access to the E-Order options in MCIR. After activation, the E-Ordering user will see these links on the provider MCIR home page under the VFC Program section. To add an E-Ordering user to your MCIR site, see the section **MCIR Site Administrator E-Ordering Responsibilities** in this Guide:

- [Place VFC Orders](#)
- [View Order](#) (if an order is in progress)
- [Order History](#)
- [Order Search](#)
- [Process Orders](#)



MCIR Site Administrator E-Ordering Responsibilities

Activating a User for E-Ordering Privileges

Only those designated as E-Order contacts will have the ability to place an order. The MCIR Site Administrator for your office must follow the steps outlined below to assign a new E-Order contact(s). If your office does not have a current Site Administrator, contact your Regional MCIR Office:

- Click on **Edit my Site** under the **My Site** options on the Home screen.
- From the Edit my Site screen, click the **Site Contacts** tab and then click **Add New Contact**.
- The **Add Contact** screen will pop-up. Choose “*E-Order Contact*” from the **Type** drop-down list.
- Choose the MCIR user who will do E-Ordering (User ID, Name) from the **User** dropdown, and add the user’s e-mail address in the **Email Address** field (note: email address is required).
- Click **Submit**.

The screenshot shows the MCIR Site Administrator interface. At the top, there are several tabs: Emergency Response Plan, Business Hours, Shipping Hours, Principal Storage, Alternate Storage, E Ordering, and Transfer Interfaces. Below these, there are four sub-tabs: Contact Information, MCIR Users, Site Contacts (highlighted with a red circle), and VFC Enrollment. The 'Add New Contact' button is also highlighted with a red circle. The 'Add Contact' form is open, showing the 'Type' dropdown set to 'E-Order Contact' and the 'User' dropdown set to '(korten) Korten Laura'. The form includes fields for Name, Phone, Email, and License/State. The 'Add Contact' form is titled 'Add Contact' and has a close button (X) in the top right corner. The form is divided into sections: Contact Information, Phone Numbers, and Email Address. The 'Contact Information' section includes fields for Type*, User*, Title, First Name*, MI, Last Name*, and Suffix. The 'Phone Numbers' section includes fields for Office, Fax, and Cell/Pgr. The 'Email Address' section includes an Email field. At the bottom of the form, there are three buttons: Submit, Make Primary Contact, and Cancel.

Please note: if the E-Order contact leaves your employment, it is the responsibility of the Site Administrator to set up the new E-order contact and take the old one off of the site contact list as well as the main MCIR user list.

Placing an E-Order

Vaccine Search Screen

To order vaccines, click the **Place VFC Orders** link on the MCIR home screen to access the **Vaccine Search** screen.

- Choose a **Vaccine** from the dropdown list. Manufacturer is optional.
- Click **Search** and available vaccines will appear on the screen.
- Click on the **Add to Order** button to the right of the desired product/packaging.
- Click **View Order** when selections are completed. This takes you to the **Vaccine Order** screen.

Vaccine Search Print Help
Home Exit

Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Admin Reports Other

VFC Orders Hzd Vac Orders View Order Order Hist Proc Orders Hzd Roster

Load Template

Vaccine: Manufacturer:

Search Cancel

View Order **Search Results**

NDC	Description	Pkg	# of Doses	
49281-860-52	IPV - sanofi (IPOL)	SYR	10	Added
49281-860-55	IPV - sanofi (IPOL)	SYR	1	Add to Order
49281-860-10	IPV - sanofi (IPOL)	VIAL	1	Add to Order

View Order

Vaccine Order Screen

- On the **Vaccine Order** screen, click on the Garbage Can icon to delete any vaccines not being ordered before entering the number of doses for desired selections. Deleting vaccines after entering dose amounts will reset the number of doses back to the minimum amount for all listed vaccines.
- Enter the desired quantity under the number of doses column for the products selected. Click **Update Order** to save number of doses entered.
- To add additional vaccines and return to the **Vaccine Order** screen, click **Vaccine Search**.

Vaccine Order Print Help
Home Exit

Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Admin Reports Other

VFC Orders Hzd Vac Orders View Order Order Hist Proc Orders Hzd Roster

Save Template Load Template

X	Product Description	NDC	# of Doses	Price/Dose	Price
	IPV - sanofi (IPOL)	49281-860-52	100	\$13.00	\$1,300.00
	HPV4, quadrivalent - Merck (GARDASIL)	00006-4045-41	50	\$13.00	\$650.00
	Hep B (ped/adol) - Merck (RECOMBIVAX)	00006-4981-00	120	\$13.00	\$1,560.00

Vaccine Search Update Order Continue Order Cancel Order Total: \$3,510.00

- After your order is updated, click **Continue Order** to proceed. This takes you to the **Shipping Information** screen automatically during your first order. Access to the Shipping Information screen and Edit option is also available on the **Order Confirmation** screen.
- Clicking the **Save a Template** option saves the current order for future reorder. To access saved templates click the **Load a Template** button.
- To erase an order, click **Cancel Order**.

Shipping Information Screen

- Enter a contact person name into the **Attn** box on the **Shipping Information** screen. This is a required field.

Shipping Information [Print Help](#)
[Home](#) [Exit](#)

Person Rem/Rcl Sch/CC VIM Imp/Exp VFC My Site Admin Reports Other

VFC Orders Hzd Vac Orders View Order Order Hist Proc Orders Hzd Roster

Shipping Information

Attn*: Roxanne Ellis, Wing 1 Room 110

Address: **(Edit)** Kalamazoo County HCS
3299 GULL RD
KALAMAZOO, MI 49001
(269) 373-5200

Shipping Hours: **(Edit)**

Monday: 9:00 A.M. - 4:00 P.M.
Tuesday: 9:00 A.M. - 4:00 P.M.
Wednesday: 9:00 A.M. - 4:00 P.M.
Thursday: 9:00 A.M. - 4:00 P.M.
Friday: 9:00 A.M. - 4:00 P.M.

View Order Vaccine Search **Continue Order** Cancel Order

- Update the Shipping Address and Shipping Hours from this screen by clicking the **Edit** link to access the **Edit Hours** screen. Click **Submit** on the **Edit Hours** screen when updates are completed to return to the **Shipping Information** screen.

Shipping Information - Site: ProMed Pediatrics Westnedge - Microsoft Internet Explorer

Edit Hours

Edit Hours

Hours - hh[:mm]

Day	Start	End	Start	End
<input checked="" type="checkbox"/> Monday	8:00 A.M.	11:00 A.M.	1:00 P.M.	5:00 P.M.
<input checked="" type="checkbox"/> Tuesday	8:00 A.M.	11:00 A.M.	1:00 P.M.	3:00 P.M.
<input type="checkbox"/> Wednesday				
<input type="checkbox"/> Thursday				
<input type="checkbox"/> Friday				

* 12:00 PM is assumed to be Noon. 12:00 AM is assumed to be Midnight.

Submit Clear Cancel

- **Verify and update the shipping address and hours each time you order.** Anticipate office hours and contacts for the time period the order will be delivered. Vaccine losses due to improper shipping information may be the responsibility of the receiving provider.
- Click **Continue Order** on the **Shipping Information** screen when updates are completed and proceed with your order.

Note: The Shipping Address pulls from the Physical Address listed under the **Edit My Site**. To update the address information, click on **Edit My Site** under the **My Site** section on the MCIR home screen. Only MCIR users designated as a **Site Administrator** have access to **Edit My Site**.

Order Confirmation Screen

- Review all information on the **Order Confirmation** screen to confirm information is correct. (Note: prices shown on the order are for accountability purposes only and will reflect cost of VFC vaccine inventory and potential future losses).

Order Confirmation
[Print Help](#)
[Home](#) [Exit](#)

Person
Rem/Rcl
Sch/CC
VIM
Imp/Exp
VFC
My Site
Admin
Reports
Other

[VFC Orders](#)
[Hzd Vac Orders](#)
[View Order](#)
[Order Hist](#)
[Proc Orders](#)
[Hzd Roster](#)

Order Details

<p>Shipping Address:</p> <p>Attn: Roxanne Ellis, Wing 1 Room 110 Kalamazoo County HCS 3299 GULL RD KALAMAZOO, MI 49001</p>	<p>Shipping Hours:</p> <p>Monday: 9:00 A.M. - 4:00 P.M. Tuesday: 9:00 A.M. - 4:00 P.M. Wednesday: 9:00 A.M. - 4:00 P.M. Thursday: 9:00 A.M. - 4:00 P.M. Friday: 9:00 A.M. - 4:00 P.M.</p> <p>Ordered By: Laura Korten</p>
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Purchase Order (optional)

NDC	Description	# of Doses	Price/Dose	Price
49281-860-52	IPV - sanofi (IPOL) 100; SYR; Pediatric/Adult	100	\$13.00	\$1,300.00
00006-4045-41	HPV4, quadrivalent - Merck (GARDASIL) 50; SDV; 9-26 years	50	\$13.00	\$650.00
00006-4981-00	Hep B (ped/adol) - Merck (RECOMBIVAX) 120; SDV; Pediatric only	120	\$13.00	\$1,560.00

Shipping Info
View Order
Continue Order
Cancel Order
Total: \$3,510.00

- Click **Continue Order** to process the order. The **Process Order** screen will appear.
- Other **Order Confirmation** screen options:
 - **Shipping Info:** Click this option to edit shipping information for this order
 - **View Order:** Click to return to the **Vaccine Order** screen
 - **Cancel Order:** Click this option if you want to erase the order.
- The option to enter a purchase order (PO) number is available on this screen if your health system uses an invoice to track VFC orders. A PO number inserted does not indicate a charge for the VFC order. This is an optional field for tracking an order and will display on the **Order History** screen .

Process Order Screen

- Click check boxes for each document submitted to your local health department (LHD) in the **Support Documentation** section on the **Process Order** screen.
- **Support Documentation must be submitted to your local health department (LHD) before a VFC order can be approved.** Check with your LHD for the approved process to submit paper documents. Documents to be submitted are the Ending Inventory Report, Temperature Logs, and the VFC Doses Administered report. **Orders will be delayed if this documentation has not been submitted.**
- Click the **Submit** button to send the order to the LHD. The **Order History** screen will appear.

[Print Help](#)
[Home](#) [Exit](#)

Process Order

Person Rem/Rcl VIM Imp/Exp VFC My Site Admin Reports Other

[VFC Orders](#) [Order Hist](#)

Provider Information			
Site:	Somewhere Pediatrics	Facility Type:	PP - Pediatrics
County:	Kalamazoo (39) County	Approver:	Kalamazoo County HCS
VFC Pin:	391000	Phone:	555-555-555

Order Information			
Order #:	MI-20100804-2PI-W00	Order Date:	08/04/2010
Ordered By:	howardk0851	Order Status:	Awaiting Support Documentation
Shipping Hours:	M 8 11 15 T 8 11 13		<input type="checkbox"/> Expedite Order

Support Documentation		
Document	Status	Done
Ending Inventory	Not Complete	<input type="checkbox"/>
Temperature Logs	Not Complete	<input type="checkbox"/>
VFC Doses Administered	Not Complete	<input type="checkbox"/>

Order Details		Order Log	
Description	NDC	Ordered	
DTaP-Hep B-IPV - Glaxo (PEDIARIX) 5; SYR; Pediatric only	58160-811-46	50	
IPV - sanofi (IPOL) 10; MDV; Pediatric/Adult	49281-860-10	100	
MMR - Merck (M-M-R) 10; SDV; Pediatric/Adult	00006-4681-00	100	

Submit Cancel order Cancel and Reorder Postpone Order

- Additional **Process Order** screen Options:
 - **Cancel Order:** Click this option if you want to erase the order.
 - **Cancel and Reorder:** Click to return to the **Vaccine Order** screen where you can edit your order or begin a new order.
 - **Postpone Order:** This option allows the order to be put on hold until ready to complete.

Order History Screen

The **Order History** screen will pop-up after submitting an order. The screen can also be accessed through the **Order History** link on the **Home** screen.

Order History [Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	VFC	My Site	Admin	Reports	Other
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VFC Orders [Order Hist](#)

Provider Information

Site: Somewhere Pediatrics	Facility Type: PP - Pediatrics
County: Kalamazoo (39) County	VFC Pin: 391000_

Order Number	Order Date	PO Number	Order Status	Who	
MI-20100805-1PC-XFJ	08/05/2010		Awaiting Support Documentation	PRV	Process
MI-20100805-1F6-68N	08/05/2010		Awaiting Approval	LHD	Order Log
MI-20100804-2UW-7B1	08/04/2010		Awaiting Approval	LHD	Order Log
MI-20100804-2UU-051	08/04/2010		Awaiting Approval	LHD	Order Log
MI-20100804-2PI-W00	08/04/2010		Order Cancelled	PRV	Order Log

- The **Order History** screen displays the **Order Number**, the **Order Status** and **Who**, which indicates the current approver level for the order. The **Order Log** link displays more detail about an order
 - **Order Number:** Click on the Order Number to display the View Order screen and review details of an order.
 - **PO Number:** Displays a purchase order number entered on the Order Confirmation screen by a provider to track an order, if applicable. This is an optional field.
 - **Order Status:** Shows status of an order and indicates if further action is required to complete.
 - **Awaiting Support Documentation:** Support Documentation check boxes have not been marked on the **Process Order** screen by the provider or the approver is waiting to receive support documents from the provider.
 - **Awaiting Approval:** The order was submitted to the approver and has not yet been approved.
 - **Awaiting Shipping Information:** Waiting for confirmation of order shipment and arrival at provider site.
 - **Order Completed:** Shipping Information has been confirmed and order has arrived at provider site.
 - **Order Cancelled:** Order was canceled and not submitted for processing.
 - **Who:** Approval level of order acronym is displayed:
 - **PRV:** order is at the provider level
 - **LHD:** order is awaiting approval at the Local Health Department level
 - **DCH:** order is awaiting approval at the Michigan Department of Community Health level

Order Log Screen

To see details of individual orders on the **Order History** screen, click the **Order Log** link next to an order listed. The **Order Log** screen will appear and show all the Log Entry dates, steps of processing the order and each MCIR user who handled the order.

Order Number: MI-20100505-2BF-HOF		
Date	Log Entry	User
05/05/2010	Order MI-20100505-2BF-HOF created for site 20000003673 for pin 390000 by user:site kortenl:20000003673	kortenl
05/05/2010	Support Documentation submitted for site 20000003673 for order MI-20100505-2BF-HOF by user:site kortenl:20000003673	kortenl

Order Number: MI-20100430-2CY-Z42		
Date	Log Entry	User
04/30/2010	Order MI-20100430-2CY-Z42 created for site 20000003673 for pin 390000 by user:site hoylet:20000003673	hoylet
04/30/2010	Order did not pass SupportDoc requirement. Order updated but not advanced in the workflow.	hoylet
04/30/2010	Order MI-20100430-2CY-Z42 cancelled for site 20000003673 by user:site hoylet:20000003673	hoylet

Order Search Screen

The **Order Search** (Find Order) screen can be used by LHDs to view their VFC Provider orders. Search by using any of the following options:

- VFC Pin
- Site ID
- Start Date and End Date
- Order Number (note that the first part of the order number is the Year/Month/Day, for example 8/12/2010 would read as 20100812 in the first part of the order number)

[Print Help](#)
[Home](#) [Exit](#)

Find Order

Person
Rem/Rcd
Sch/CC
VIM
Imp/Exp
VFC
My Site
Admin
Reports
Other

[VFC Orders](#)
[Order Hist](#)
[Order Search](#)
[Proc Orders](#)
[Hzd Roster](#)

Order Number	MI-	<input style="width: 95%;" type="text"/>
VFC Pin		<input style="width: 95%;" type="text"/>
Site ID		<input style="width: 95%;" type="text"/>
Start Date	<input style="width: 95%;" type="text" value="08/01/2010"/>	<input style="width: 20px;" type="button" value=""/>
End Date	<input style="width: 95%;" type="text" value="08/12/2010"/>	<input style="width: 20px;" type="button" value=""/>

Search Results

Order Number	Site	Order Date	Order Status	Who
MI-20100804-2PI-W00	ProMed Pediatrics Westnedge	08/04/2010	Order Cancelled	PRV
MI-20100804-2UU-051	ProMed Pediatrics Westnedge	08/04/2010	Awaiting Approval	LHD
MI-20100804-2UW-7B1	ProMed Pediatrics Westnedge	08/04/2010	Awaiting Approval	LHD
MI-20100805-1F6-68N	ProMed Pediatrics Westnedge	08/05/2010	Awaiting Approval	LHD
MI-20100805-1PC-XFJ	ProMed Pediatrics Westnedge	08/05/2010	Awaiting Support Documentation	PRV
MI-20100812-289-GY4	Kalamazoo County HCS	08/12/2010	Awaiting Approval	DCH

- Click on an **Order Number** link to view details.

Process Orders Screen

The **Process Orders** (Order Approval Task List) screen is used by LHDs to approve their VFC Provider orders.

Order Approval Task List				Print Help					
Person	Rem/Rcl	Sch/CC	VIM	Imp/Exp	VFC	My Site	Admin	Reports	Other
VFC Orders Order Hist Order Search Proc Orders Hzd Roster									
Site	VFC Pin	Order Date	Order Status						
ProMed Pediatrics Westnedge	390032	08/04/2010	Awaiting Approval						
ProMed Pediatrics Westnedge	390032	08/04/2010	Awaiting Approval						
ProMed Pediatrics Westnedge	390032	08/05/2010	Awaiting Approval						

- Click on **[Awaiting Approval](#)** link. The Process Order screen will appear.
- Confirm that Support Documentation (Ending Inventory Report, Temperature Logs, VFC Doses Administered Report) has been received. Check the “Done” boxes to the right of the document types.
- Optional: if needed, change the number of vaccines to be ordered. If you do this, click the **Save Changes** button.
- Click the **Approve** button when completed.

You may also choose to **Reject**, **Escalate** (to MDCH), or **Postpone** the order by clicking the appropriate button.